

KICCS PORTAL USER GUIDE

*User Guide to
request a citizen
(CIT) account and
provider or STARS
QEI online features*

The KICCS Provider Launch Site at <http://chfs.ky.gov/dcbs/dcc/kiccsportal/> will be the location given to CIT users who want to request an account. The “Log in” link(s) will navigate to the Kentucky Online Gateway.

Kentucky Integrated Child Care Systems (KICCS) Portal Launch Site

The Cabinet for Health and Family Services announced on Oct 15, 2014 proposed changes that will improve access to high-quality child care for children who qualify for the Child Care Assistance Program (CCAP).

Read [Press Release](#)

Under a new proposed regulation, child care providers who provide subsidized child care services will be required to begin participation in the STARS for KIDS NOW (STARS) program – the state’s quality rating system for licensed and certified child care providers – by Aug. 15, 2015.

[More information](#) on the program and to learn how to become a STARS provider.

Be sure to bookmark this page as your launch site for the KICCS portal.

Contact the KICCS HelpDesk for KICCS provider and STARS Portal system issues:

HelpDesk Phone: (502) 564-0104 Option 6
Toll Free - (866)-231-0003 Option 6
[Email](#)

KICCS Portal Access

[Log in to the KICCS Provider Portal](#)

[Log in to the KICCS STARS Portal](#)

I need help - Who to call for specific user issues

Not sure who to call?
Contact the [KICCS HelpDesk](#)

Messages and Updates

[Letter from DCC- Attendance](#)

[Review or Print DCC 94E- Attendance](#)

[Tipsheet DCC 94E - Attendance](#)

Provider Payment Option Changes

[Provider Letter Payment Option PBF](#)

[Authorization for Electronic Deposit](#)

To create an account:

Click on the green “Create Account” button.

Kentucky Online Gateway

Help | English

Contact us

Welcome to the CHFS network.

Please select the account type you have in the system.

I am a Kentucky Citizen or Business Partner

I already have an account

[Sign In](#)

Need to create a Citizen account?

[Create Account](#)

I have a CHFS Network Account

I am a CHFS contractor, employee, or agent/vendor.

[CHFS Sign In](#)

Complete the form. Items marked with an * must be answered. Click the green “Submit” button when the form is completed. **Be sure to note user name and password.**

Please fill out the form below and click Submit when finished.

All fields with * are required.

* First Name

Middle Name

* Last Name

* Username

* Password

* Confirm Password

ing email verification.

Kentucky
Online Gateway

Help | English

Please complete your Kentucky Online Gateway Profile

Your account has been requested and is pending email verification. Please check your email and click on the link provided to verify your account. If no email was received click [here](#).

Street Address 1

Street Address 2

provided to verify the account.

KEUPS UAT Mail <KEUPS_DoNotReply@keupsuat.chfs.ky.gov>
to me

5:27 PM (6 minutes ago)

Tammy Gregory (Tammy.Greg),

This email is to help you complete the last step of account set-up. Your new account Username is:

Tammy.Greg

Click on the below link now, to activate your account.

<https://koguat.chfs.ky.gov/public/fwlink/?linkid=e54d2c3f-dcf8-4631-86eb-e0e3e047f1e3>

After you have entered your security answers, you may [Click here](#) to sign in.

[Click here for Help Desk contact information](#)

Kentucky Online Gateway

NOTE: Do not reply to this email. This email account is only used to send messages.

Privacy Notice: This email message is only for the person it was addressed to. It may contain restricted and private information. You are forbidden to use, tell, show, or send this information without permission. If you are not the person who was supposed to get this message, please destroy all copies.

Answer the security questions and click the green “Verify Account” button.

Kentucky
Online Gateway

Help | English

Validate New Account

To verify your identity, please answer the following security question(s).

Question In what city were you born? (Enter full name of city only)

* Answer

Question What is your mother's middle name?

* Answer

*If you are a new **STARS QEI** staff, **stop** and skip ahead to the last page.


All other new users continue with the following.

Click “HERE” to request further access.

Validate New Account

Success

Your account was successfully created. Please click [HERE](#) to access Kentucky Online Gateway and request additional access.



Gateway Log In

Login with your Kentucky Online Gateway Account.

Username or Email Address [Forgot Username?](#)

Password [Forgot Password?](#)

Log In

[Resend Account Verification Email](#)

Don't already have a
Kentucky Online Gateway Citizen Account?

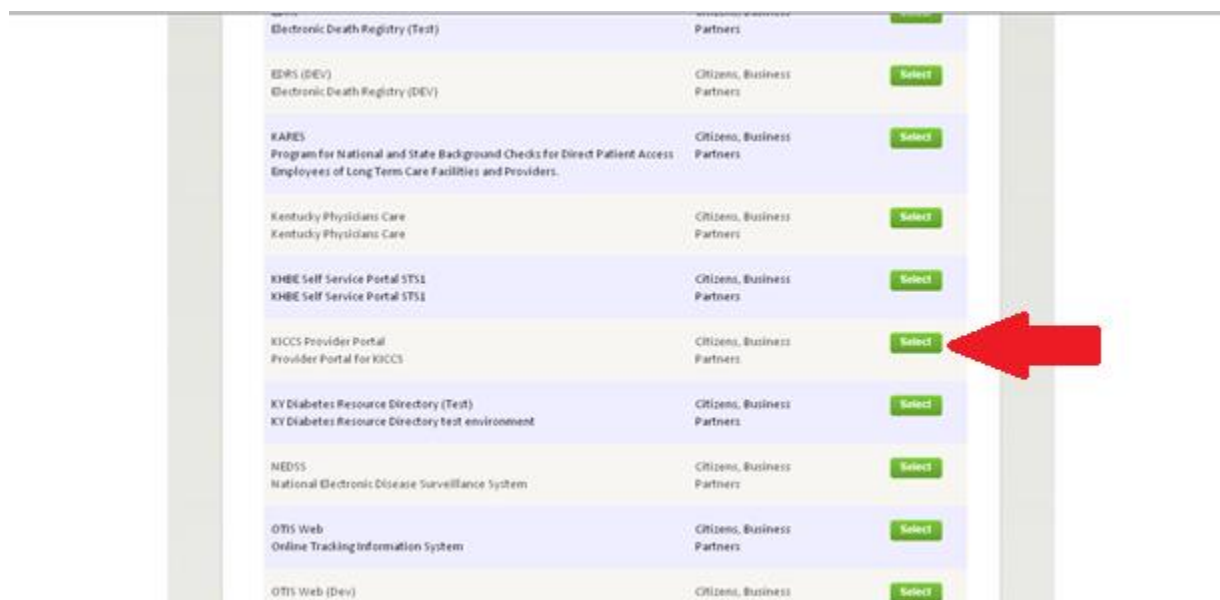
Create An Account

WARNING
This website is the property of the Commonwealth of Kentucky. This is to notify you that you are only authorized to use this site, or any information accessed through this site, for its intended purpose. Unauthorized access or disclosure of personal and confidential information may be punishable by fines under state and federal law. Unauthorized access to this website or access in excess of your authorization may also be criminally punishable. The Commonwealth of Kentucky follows applicable federal and state guidelines to protect the information from misuse or unauthorized access.

Click on “Request access here.”



From the list, click the green “Select” button beside the KICCS Provider Portal.



Choose the role(s) needed from the list and click on the green “Next” button.

Roles	PreRequisites	Request
Print_PBF Print Provider Billing Form		<input type="checkbox"/>
Print_Remittance Print Remittance		<input type="checkbox"/>
Process_Prov_Ren_Chng_CMP_POC Submit Renewal & Change Applications, Pay Civil Monetary Penalties, Submit Plans of Correction		<input type="checkbox"/>
Save_PBF Save Provider Billing Form		<input type="checkbox"/>
Send_PBF Send Provider Billing Form		<input checked="" type="checkbox"/>
STARS_Application STARS Application for QEI Staff		<input type="checkbox"/>
View_PBF View Provider Billing Form		<input type="checkbox"/>

Current Roles
You have not selected any roles

[< Previous](#) [Next >](#)

Complete the required credential information and click the green “Next” button.

Kentucky
Online Gateway

TEST

Welcome Sherita Walker | My Account | Logout | Help | English

Request Application Access

Select An Application ☒ Select Roles ☒ Role Prerequisites ☒ Complete Signatures ☐

The roles you have requested require the following credential details to complete the request. Click Next when finished.

Required Credentials:

KCCS Provider Portal PBF & Remittance

1 Enter your Legal First and Last Name:

2 Please enter your current Driver's License or State ID:

[< Previous](#) [Next >](#)

Review request and click the green “Submit Request” button. You will need to fax or mail proper documentation as indicated below.

Kentucky Online Gateway TEST

Welcome Sheila Walker | My Account | Logout | Help | English

Request Application Access

Progress: ✓ Select An Application ✓ Select Roles ✓ Role Prerequisites ● Confirm Changes

Confirm Request

Requested Application	Requested Role	Requested Action
KICCS Provider Portal	Send Provider Billing Form	Add to Role

Submitted Credentials

KICCS Provider Portal PDF & Remittance

- 1) Enter your Legal First and Last Name:
 - Sheila Walker
- 2) Please enter your current Driver's License or State ID:
 - DL124

[Previous](#) [Submit Request](#)

An email will be sent when access to the KICCS Provider Portal has been approved.



To access the KICCS Provider Portal, click the KICCS Provider Portal link from the KICCS Provider Launch Site at <http://chfs.ky.gov/dcb/dcc/kiccsportal/>. Sign in with user name and password. Choose KICCS Provider Portal from the list of “Your Applications.”

Kentucky.gov KY Agencies | KY Services Search CHFS Go

KENTUCKY
CABINET FOR HEALTH AND FAMILY SERVICES
DEPARTMENT FOR COMMUNITY BASED SERVICES

■ About CHFS | Contact Us | Forms and Documents | Información en Español
■ Home > Department for Community Based Services > Child Care > KICCS Provider Portal > **KICCS Provider Portal Launch Site**

Kentucky
UNBROKEN SPIRIT

KY Online Gateway Tips
[KICCS Portal User Guide](#)
[Tipsheet on Resetting Your KY Online Gateway Password](#)

Working in KICCS Provider Portal
[Navigating the Provider Portal](#)
[Process/View PBFs](#)
[Print PBFs](#)
[Flexible Schedules](#)
[Print Remittance Report](#)

Working in STARS Portal
[STARS Operation Manual](#)
[STARS Resources](#)
[STARS Home](#)

Page Editor
Deborah Hall Henderson
(502) 564-0104, Option 6

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Kentucky Online Gateway - Windows Internet Explorer

https://ssocexternaltest.chfsnet.ky.gov/adfs/ls/?wa=wsignin1.0&wtrealm=http%3a%2f%2fssocexternaltest.chfsnet.ky.gov%2fdfs%2fservices%2ftrust&wctx=1e3b754b-7604-48e7

Google

KEUPS Mailer

Kentucky Online Gateway

Kentucky Online Gateway TEST Help English

Gateway Log In

Login with your Kentucky Online Gateway Account.

Username or Email Address [Forgot Username?](#)

Password [Forgot Password?](#)

Log In

[Resend Account Verification Email](#)

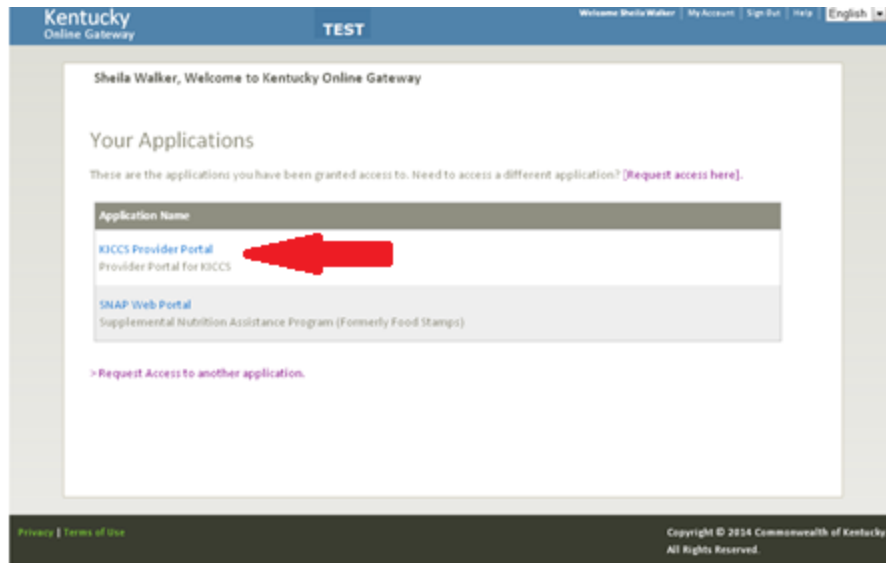
Don't already have a Kentucky Online Gateway Citizen Account?

Create An Account

WARNING
This website is the property of the Commonwealth of Kentucky. This is to notify you that you are only authorized to use this site, or any information accessed through this site, for its intended purpose. Unauthorized access or disclosure of personal and confidential information may be punishable by fines under state and federal law. Unauthorized access to this website or access in excess of your authorization may also be criminally punishable. The Commonwealth of Kentucky follows applicable federal and state guidelines to protect the information from misuse or unauthorized access.

Privacy | Disclaimer Copyright ©2013 Commonwealth of Kentucky. All Rights Reserved. State Employees Gateway Login

Local intranet | Protected Mode: Off 100% 10:06 AM 3/12/2014



Documentation Required for Child Care Providers or Representatives:

- Signed User Agreement
- Copy of driver's license or photo state identification

Documents may be sent to the Division of Child Care by:

A. Email (Preferred Method)

Send scanned documents by e-mail to:

portal.access@ky.gov.

In the e-mail subject line, type New Account Request and your CLR number.

B. Fax

Fax documents to:

Fax # 502-564-3464

ATTN: CCAP Portal Administrator



(Helpful Tip: Enlarge and lighten when making a copy of your driver's license or photo ID to make it more legible)

C. Mail

Mail documents to:

Division of Child Care,
ATTN: CCAP Portal Administrator
274 E. Main St, 3C-F
Frankfort, KY 40621

Important:

If you do not send the signed form and a copy of your driver's license, your request will be denied.

If you need help with any step of the process, the **KICCS HelpDesk** is available by:

- Phone
 - Toll Free at (866)-231-0003 Option 6
 - Local Call at (502) 564-0104 Option 6
- Email
 - CHFS.KICCSHelpDesk@ky.gov

Documentation Required for STARS QEI Staff:

- Signed User Agreement
- Copy of University of Kentucky photo ID

Documents may be sent to the Division of Child Care by:

D. Email (Preferred Method)

Send scanned documents by e-mail to:

portal.access@ky.gov.

In the e-mail subject line, type New Account Request and ATTN STARS ADMIN.

E. Fax

Fax documents to:

Fax # 502-564-3464

ATTN: STARS Administrator

★ *(Helpful Tip: Enlarge and lighten when making a copy of your U of KY ID to make it more legible)*

F. Mail

Mail documents to:

Division of Child Care,
ATTN: STARS Administrator
274 E. Main St, 3C-F
Frankfort, KY 40621

Important: Once your request is approved, you will receive an email from a STARS Administrator. Start at page 7 to access your STARS QEI Portal Account.

If you need help with any step of the process, the **KICCS HelpDesk** is available by:

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